

FLEET AND MAINTENANCE COORDINATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible and technically skilled work, coordinating and performing maintenance tasks for the fire department. The Fleet and Maintenance Coordinator maintains the safe working condition of the fire department apparatus, vehicles, and equipment. An employee of this class is responsible for keeping records of department inventory, scheduling repairs of department vehicles and equipment, and maintaining associated records and reports. The Fleet and Maintenance Coordinator performs routine tasks with little supervision, reporting directly to the Fire Chief or his designee.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists in overseeing the maintenance function of the fire department. Works with a superior officer to provide for the management, general care and maintenance of fire fighting apparatus and equipment, motor driven vehicles, and other related property. Sets and manages the daily, monthly and annual preventative maintenance schedules for all department fleet vehicles and equipment. Assists in the testing and safety inspection of equipment to ensure compliance with all applicable federal, state, local, NFPA and departmental standards. Performs periodic tests of apparatus pumping capacity and pressure, including dry vacuum tests to ensure against leaking valves or broken seals. Assists in inspecting apparatus and equipment for accident prevention devices. Oversees preventative and general maintenance tasks on fire department equipment, such as refueling vehicles, changing and adding oil, adjusting headlights, checking tire pressure and other minor repairs. Directs and performs maintenance tasks on electrical systems including batteries, starters, alternators and electronic ignitions. Participates in evaluating the condition of department property, equipment and supplies which have been returned as defective by means of operating, adjusting, or testing in order to determine and recommend repair or replacement. Diagnoses mechanical problems from information provided by firefighters or drivers. Road tests vehicles and equipment to determine whether repairs are needed or have been effectively accomplished. Reads graphs, charts, service manuals, parts books, reports or related documents as needed to effectively perform required duties. Trains employees in the use of vehicle operating manuals and work orders. Provides assistance to employees in technical areas of work.

Sets maintenance schedule for each day by evaluating work orders and new jobs, looking at work progress, prioritizing work to be performed and scheduling the most urgently needed repairs first. Determines whether needed repairs are covered under warranty or must be performed at the expense of the department. Arranges for the repair and maintenance of department equipment, facilities, or operating systems by assigning such to qualified department personnel or by obtaining estimates, and outsourcing repairs that cannot be performed within the department. Coordinates activities of workers engaged in repair and maintenance of firefighting vehicles and equipment. Monitors all invoiced and warranty repair work being performed by outside vendors. Inspects equipment or vehicles after repairs to ensure that repairs were properly accomplished within the allotted time frame. Documents all firehouse maintenance work reflecting whether jobs are in progress or completed. Oversees the repair of faulty equipment at the fire scene.

Makes arrangements for shipping and receiving property, equipment and supplies by communicating with delivery services. Personally receives and checks deliveries shipped to the department from suppliers. Drives department vehicles in order to transport equipment in need of repair or supplies to and from the department. Maintains an inventory of supplies, equipment and frequently used parts; distributes such to fire department employees in accordance with department policy. Assists in completing expenditure estimates and participates in the preparation of the maintenance budget. Attends meetings with sales representatives to review new products. Assists in writing specifications for new fire department equipment. Participates in the purchase of equipment and supplies for the department, ensuring such purchases stay within the established budget. Recommends major purchases for the department. Prepares budget requisitions according to department procedures. Reviews invoices to ensure accurate billing for parts or repairs performed outside of the department.

Assists a superior officer in setting up a filing system for maintenance records, determining what information should be included in the records and in what form this information should be kept. Oversees the accurate completion of forms and records including inventory cards, repair records, work orders, budget requests and accident reports. Personally completes and forwards a daily unit status report to the chief officer on duty. Oversees and participates in the filing and retrieval of forms, records and reports related to maintenance activities. Works to improve the accuracy and efficiency of documentation by developing new forms or revising old ones, as needed. Writes narrative reports, departmental memoranda, letters or any other documents assigned using complete sentences and correct grammar.

Recommends management policies, goals, and objectives related to maintenance and works with a superior officer to plan departmental operations involving equipment and apparatus. Participates in the

investigation of all accidents involving department equipment, assists in determining the cause and makes recommendations on procedures to avoid future accidents. Participates in the preparation of accident reports and assists in evaluating the potential extent of injuries resulting from accidents. Suggests changes in department operations that will help the district obtain favorable insurance ratings. Participates in conferences, conventions and other educational meetings.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must have at least five (5) years of work experience in the repair of heavy equipment and gas/diesel engines. Two (2) of the five (5) required years must include experience in the repair of fire apparatus and fire department equipment.